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Minutes, College of Arts & Sciences Faculty Meeting, April 5, 1988

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*This Agenda was
superseded by one
dated 3/24/88
Actual Mtg was held 4/5/88* 24

***** MEMORANDUM *****

FROM: Barry Allen
Secretary of the Faculty

TO: Faculty of the College

DATE: March 16, 1988

RE: Agenda for the March 22, 1988 Faculty Meeting
[Galloway Room, Mills Memorial Ctr., 3:30 p.m.]

Agenda

- I. Call to order
- II. Approval of Minutes
- III. Proposal for Spring Term Program in Merida
(see attached)
- IV. Proposal for the Alteration of Course Grades to
compensate for Discriminatory Behaviour or Other
Malfeasance (see attached)
- V. Proposed MLS policies (see attached)
- VI. Resolution from Holt Committee on the general
education requirement for "research techniques."
- VII. Adjournment

SPRING TERM IN MÉRIDA

To complement the Latin American and Caribbean Affairs (LACA) area major of Rollins College an off-campus program will be established in affiliation with the University of Yucatán in Mérida, Mexico. In addition to serving LACA majors and minors, the program will offer direct experience of a third-world culture to Rollins students, regardless of major, and to a limited number of students from other institutions. The program is designed especially for second-semester sophomores, but upperclass students may participate. The optimum enrollment will be twenty students.

Eligibility: Participants will have completed one year of college with a minimum GPA of 2.5. The program is aimed particularly at sophomores who may be exploring the possibility of a LACA major or minor. No prior study of Spanish is required since courses will be taught in English.

Comprehensive fee: Students will pay a comprehensive fee roughly equivalent to the cost of tuition, fees, room and board for the spring term at Rollins. The comprehensive fee will be established one year in advance and will cover a student's round-trip fare (Miami/Mérida), tuition, excursions, room, and full board.

Resident Director: A Rollins faculty member will accompany the group to Yucatán and remain as resident director for the entire term. In addition to supervising the activities of the group, the director will offer an integrative seminar similar to that featured in the Rollins COL program. The director will have sufficient command of Spanish to facilitate group activities. Rollins faculty qualified to serve as resident director include Professors Pequeno, Valdes, Moore, Smithers, Gallo, Ruiz, Kerr, Borsoi, Lopez-Criado.

Courses and credits: Students may choose to begin the Mérida program in January by participating in the off-campus winter term program in Yucatan that is usually offered by the Anthropology Department. Those who select this option will not need to pay extra for their room, board and excursions during the month of January. Those who choose not to participate in the January term program will begin the program in February.

During the first part of February, students will take a language placement examination and begin taking Spanish 101, Spanish 102, or an intermediate-level Spanish conversation course (SH205 or SH206). Instruction will be offered by faculty from the University's Center for Spanish as a Second Language. Students enrolled in Spanish will earn one course unit in Spanish for the term. The first few weeks will involve intensive language study, but contact hours will be fewer once the other courses begin in late February. Students already fluent in Spanish will not be required to take a language course.

During the first three weeks of the term students will take an introductory course, CULTURE AND PEOPLES OF YUCATAN (.5 c.u.). The course will be taught by a member of the faculty of the University of Yucatán or an American professor. For the first year of the program Rollins expects to draw upon the expertise of Professor George-Ann Huck, Resident Director of the Central College Program in Mérida. Dr. Huck is a tenured member of the Central College faculty and a long-time resident of Mérida.

In late February students will be taking two courses (1 c.u. each) offered by faculty from the University of Yucatán, one course (1 c.u.) offered by the resident director from Rollins and the integrative seminar (.5 c.u.) led by the resident director from Rollins. Students will be able to choose two courses from three offered, and course topics will include history, social anthropology, and art and architecture. Classes will meet Monday through Thursday. Fridays and Saturdays will often be devoted to excursions, and Sundays will be free.

Housing: Students will be housed in double rooms at the Posada Toledo, a colonial home that has been converted into a modest hotel. The Posada Toledo will provide three meals per day and will make available a common room for classes and informal gatherings. The LACA advisory committee does not recommend placing students with families, since they will not usually be sufficiently fluent in Spanish.

Study and recreational facilities: Rollins students will have access to the library and recreational facilities of the University of Yucatán. Rollins also expects to develop a small reference library of books in English at the Posada Toledo.

Faculty: The University of Yucatan has provided the names of several faculty whose academic preparation, field of concentration, and command of English will enable them to offer courses for the Rollins program. These faculty will be assigned to teach Rollins students as part of their regular course load, so they will be paid by the University of Yucatán rather than by Rollins. In return for their services Rollins agrees to provide instruction for some members of the faculty of the University. (See "Budget" below.)

Budget: The University of Yucatan has requested that Rollins provide workshops and graduate-level courses for some of its faculty rather than pay for the space and instruction provided by the University. Therefore, some of the tuition collected from students in the comprehensive fee will go toward providing instruction for the faculty of the University of Yucatán in two ways: (1) two Rollins faculty each winter term will travel to Mérida to offer courses for Mexican faculty (faculty expenses will be shared by Rollins and the University), (2) Rollins will provide tuition for two Mexican faculty each summer to take Masters-level education courses at Rollins. The travel and living expenses of these faculty will be provided by the University of Yucatán.

Besides providing instruction for Mexican faculty, the tuition portion of the students' comprehensive fee will be used to pay the salary of a one-term replacement in the department from which the resident director is drawn.

It is anticipated that the fee paid by students will be sufficient to cover (1) the students' airfare, living expenses, excursions; (2) the resident director's expenses, (3) the cost of workshops and courses for the Mexican faculty; (4) the on-campus replacement for the resident director; (5) a contribution to the College for overhead expenses.

An Act for the Alteration of Course Grades
To compensate for Discriminatory Behaviour or Other Malfeasance

Preamble

Currently, the Standards Committee has the authority to grant a late withdrawal from a course only to students for medical or other compelling reasons. On the other hand, no one has the authority to alter a grade on any basis or to assign a grade other than a "W." This situation places the college in a particularly vulnerable position since no recourse exists for a student who has been assigned a grade lower than earned because of discrimination, misconduct, or irrational behavior on the part of the faculty member. A student is not even protected against the most bizarre and unethical conduct on the part of a faculty member. The situation could also arise in which a student could not follow the grade appeal process set forth in the Faculty Handbook because of the death, incapacity, or absence of the faculty member. The Standards Committee regards these restrictions as detrimental to the interests of both the student and the college.

The proposed policy which follows rectifies the gap and provides a means whereby students may attempt to gain a change in a grade for carefully stated reasons. The committee recognizes that the establishment of a course grade is an almost sacrosanct right of the faculty. Therefore, we have made the policy as restrictive as possible to preserve that right at the same time attempting to establish a policy which would rectify what we believe is a serious problem.

In the first place, it should be noted that the grounds on which a student may make such an appeal are strictly regulated, thereby limiting capricious appeals to the Standards Committee. Secondly, only the six faculty members of the Standards Committee will vote to propose a grade change to the Dean of the Faculty; students and staff representatives may participate in the hearing but will not vote on the final recommendation. Moreover, two thirds of the faculty committee members must support such a recommendation. Finally, the determination of a new grade will normally be undertaken by the faculty member's evaluation committee, the members of which will be familiar with the academic standards in an area of study.

This policy seeks to address those situations for which the current policy remains inadequate. We believe that it will guard students against discrimination and at the same time protect the legitimate rights of the faculty to control their own grading policies.

March 1, 1988

GRADE APPEALS

1. A student who wishes to appeal a grade will first consult with the faculty member to determine if an error has been made or the faculty member wishes to reconsider the grade and submit a grade change request to the Dean of the Faculty.

2. If the student is dissatisfied with the results of that consultation and wishes to pursue the matter further, s/he will then meet with the chair of the department. The chair will consult with the faculty member about the grading process and results. The chair's role is to act as a mediator to resolve any disagreements. Only the faculty member may change the grade. (Should the faculty member be the chair of the department, this step in the process is not necessary.)

3. Should the student remain dissatisfied, s/he may appeal to the Committee on Standards by submitting a letter describing the situation to the Dean of the College. The Dean of the College will then request from the department chair a written account of the mediation process described above and its results, if any. The Dean of the College may request any other documentation which appears appropriate at this point. The Dean of the College then submits all documents related to the case to the Committee on Standards.

4. The Committee on Standards shall then consider the case. The Committee is empowered to take action on a case on behalf of the faculty of the College according to the steps enumerated below when its members determine that the faculty member acted in a capricious or prejudicial fashion, having a severe or substantial effect on the student's final grade. Specific grounds supporting action by the Committee on Standards include:

a. An effect on the final grade based on a student's opinions or conduct in matters unrelated to academic standards or on a student's organizational affiliations.

b. Clear evidence of bias on the grounds of race, color, religion, sex, sexual preference, national origin, age, disability, or military service.

c. An effect on the grade because the faculty member violated his or her own published policies or College policies.

d. Other unreasonable, unprofessional or unethical actions committed by the faculty member.

The Committee on Standards will not base a recommendation for action on individual differences in grading policies which are not in violation of College policies.

5. Should the Committee on Standards determine that action is necessary, subsequent discussions and votes will be conducted only by the faculty members of the Committee. All votes will require a two-thirds majority of the faculty members of the Committee on Standards for passage.

6. After the Committee on Standards determines that action is appropriate, the Committee will normally request a review of a student's grade or the determination of a new grade by the evaluation committee of the faculty member in question. The Committee then recommends a change in grade to the Dean of the Faculty.

7. The Dean of the Faculty will present his or her decision on the Committee's recommendation to the Council on Academic Policy and Standards for review to determine if it accords with institutional procedures and policies. After such review, the decision of the Dean of the Faculty is final.

8. It is also possible for the Dean of the Faculty rather than a student to initiate a grade change appeal if the Dean has evidence that a violation of College standards has taken place. In the case of an appeal initiated by the Dean of the Faculty, the Committee on Standards will submit its recommendation to the Provost for action. The Provost will submit his or her decision for review by CAPS, as in step 7 above, before the decision becomes final.

file: grades

Liberal Studies Committee
Legislation

I. Policy on Probation and Dismissal

A student whose grade point average falls below a 2.5 is subject to dismissal from the MLS program. A student with an average between at least a 2.5 and below a 3.0 will be placed on academic probation. Failure to raise the grade point average to the required 3.0 for graduation by the end of the next semester will result in dismissal. A student may appeal probation status or dismissal to the Liberal Studies committee which may under extenuating circumstances wave these requirements.

II. Policy on the Readmission of Academically Dismissed Students

Application for readmission to the Liberal Studies Program is made to the Director. Rollins College will not consider a request for readmission from a dismissed student in less than one calendar year from the date of dismissal; applications for readmission will be considered after that time. Students are expected to present evidence that they will do successful work if readmitted. Students who withdrew for medical reasons must furnish a physician's statement certifying that they are able to resume their studies.

III. Policy on Courses Accepted as Transfer Credits toward the Elective Requirement

The director of the Master of Liberal Studies Program has the authority to approve transfer courses which count as elective courses. The director, however, may consult with the Liberal Studies committee; and the student also has the right to appeal the director's decision to the committee. The following criteria should be used to determine if a course should be accepted. 1) The course should fall within the scope and philosophy of the MLS program. 2) The course cannot be counted toward another graduate degree or professional program.

BE IT RESOLVED THAT:

In the Hamilton Holt School, the General Education Requirement "Research Techniques" be deleted.

RATIONALE: This requirement was suspended about five years ago. At that time, the majority of the students satisfying this requirement did so through independent studies. The consensus is that many courses have a research component to them, and that having a separate general education requirement specifically aimed at research, is not feasible nor desirable at this time.

***** MEMORANDUM *****

FROM: Barry Allen
Secretary of the Faculty

TO: Faculty of the College

DATE: March 28, 1988

RE: Agenda for the **APRIL 5**, 1988 Faculty Meeting
[Galloway Room, Mills Memorial Ctr., 3:30 p.m.]

Agenda

- I. Call to order
- II. Approval of Minutes
- III. Proposal from FCPDC for the distribution of the 7% increase in the salary pool. * (see attached)
- IV. Proposed guidelines for Winter Term released-time from FCPDC*
- V. Proposal for Spring Term Program in Merida (attached to previous agenda)
- VI. Proposal for the Alteration of Course Grades to compensate for Discriminatory Behaviour or Other Malfeasance (attached to previous agenda)
- VII. Proposed MLS policies (attached to previous agenda)
- VIII. Resolution from Holt Committee on the general education requirement for "research techniques." (attached to previous agenda)
- IX. Adjournment at 5:30 (at the latest!)

* These items have not been reviewed by the Steering Committee.

1988 FCPDC SALARY RECOMMENDATIONS

In November, 1987, FCPDC recommended to CAB an increase equivalent to 10% in the faculty salary pool (see CAB minutes 9 Feb 1988 or FCPDC minutes 19 Nov 1988). This proposal was made in accordance with the principles and objectives set forth in the 5-year Faculty Compensation Policy (a copy is attached) approved by the Faculty in April, 1987.

On 16 March, 1988, CAB appropriated a 7% increase in the faculty salary pool for the 1988/1989 year.

The following are recommendations approved unanimously (and without abstentions) by the FCPDC. The committee has found the following to be a distribution scheme which does more than any other alternative considered to achieve the goals set forth in the Faculty Compensation Policy. Further, the committee resolved unanimously (and without abstentions) that:

It is the understanding of this committee that this recommendation should not and does not have any merit component.

RECOMMENDATIONS

The 7% increase should be distributed in the following manner:

1. Objective 3 is to be achieved by distributing a 4.3% across-the-board cost-of-living raise to all faculty.
2. Two percent of the salary pool is to be distributed in a manner consistent with Objective 2 of the compensation policy by the following schedule :

Years of service as full-time faculty	Assistant	Associate	Full
0 - 4	1%	-	-
5 - 9	1.5%	3%	-
10 - 14	1.5%	2%	2.3%
15+	-	1%	2.3%

- a) These increases are in addition to the 4.3% cost-of-living raise.
- b) This increment is an adjustment to alleviate discrepancies between those who have risen through the ranks over time and those whose initial appointments better reflected market forces. Therefore, the Dean of the Faculty may withhold any portion of the increase in item 2 from members of the following two classes of faculty:

i) faculty with less than four years of service at Rollins.

ii) faculty who were appointed into an advanced rank (associate or full professor) upon initial appointment at Rollins.

3. A pool of funds equal to 0.7% of the salary pool is to be distributed at the discretion of the Dean of the Faculty in order to rectify salary inequities that remain after the application of the schedule in 2 above. This is in accordance with Objective 5 of the compensation policy.

NOTE: Material will be forthcoming from the committee to be distributed at the April 5 faculty meeting.

FACULTY COMPENSATION POLICY

Purpose

This document is designed to provide the Rollins College undergraduate faculty with a FIVE-YEAR FACULTY SALARY POLICY. The policy embraces specific principles and objectives which should be used as guidelines for decision making by the FCPDC during a five year period.

Principles

- 1) Compensation and teaching loads at Rollins should be comparable to compensation and teaching loads at comparable institutions.
- 2) There should be a minimum salary, based on rank, degree and years of service, that no faculty member's stipend may be less than.
- 3) The present salary promotional increment between the ranks should be increased to \$3,000 and \$4,000 for promotion to associate professor and full professor, respectively, with corresponding increases to existing associate and full professor's salaries.
- 4) There should be funds available to address salary discrepancies that arise through market influences.
- 5) There should be no salary discrepancies between sexes when adjusted for years of service.

Objectives

- 1) The goal, to be attained over a five-year period, is to raise Rollins faculty salaries to the level of the peer group listed in the Academic Update, Vol. IV no. 5 with the addition of two institutions located in non-rural settings. This goal will be reached when the respective average assistant, associate and full professor salaries at Rollins is equal to or greater than the average assistant, associate and full professor salaries at those five institutions as adjusted for years of service.

- 2) As the average assistant professor salary rises, so will the salaries of all ranks by this amount in addition to the promotional increments specified in principle 3.
- 3) The minimum salary line for all ranks must rise at a rate at least equal to the consumer price index for the current year. For example, if the increase in the compensation pool for general salary increases in 1989-90 would need to be at least 5%.
- 4) Any increase in the compensation pool remaining after achievement of the above objectives is to be distributed as a year-of-service increment. A year-of-service increment is a flat dollar amount increase in all faculty stipends.
- 5) A pool of funds no greater than 10% of the increase in the compensation pool is to be available to correct salary discrepancies that arise through market influences. The decisions as to the distributions of these funds are to be made by the Dean of the Faculty, upon application for such funds by individual faculty members.
- 6) The TIAA/CREF retirement benefit should be increased to allow up to 10% of salary to be matched by individual contributions.

Meeting of the Faculty of the College
Minutes -- April 5, 1988

Present: Barry Allen, Alexander Anderson, Alexander Boguslawski, Edward Borsoi, John Bowers, Barbara Carson, Robert Carson, Steve Chandler, Kathleen Cherry, Doug Child, Edward Cohen, Persis Coleman, Deloit Cotanche, Nancy Decker, Daniel DeNicola, Hoyt Edge, Charles Edmondson, Rick Foglesong, Lynda Glennon, Yudit Greenberg, Laura Greyson, Donald Griffin, Wayne Hales, Gordon Howell, Roy Kerr, Kimberly Koza, Harry Kypraios, Pat Lancaster, Carol Lauer, Barry Levis, Don Mansfield, John McCall, Robert Miller, Ralph Naleway, Steve Neilson, Pedro Pequeno, Steve Phelan, Patrick Polley, Tony Przygocki, David Richard, John Ross, Robert Sherry, Joseph Siry, Chris Skelley, Alexandra Skidmore, James Small, Robert Steen, Marilyn Stewart, Joan Straumanis, Kenna Taylor, Kathy Underdown, Luis Valdes, James Warden, Bari Watkins, Jean West, Arnold Wettstein, Gary Williams.

The meeting was called to order at 3:35 p.m. Wayne Hales asked a quorum was present. It was determined that a quorum was at hand.

The minutes were approved as distributed.

Pat Lancaster presented the Spring Mérida proposal. After a brief discussion the proposal was accepted unanimously by the faculty.

Pat Polley presented the salary proposal from FCPDC. After a lengthy but low-key discussion, the proposal was adopted.

The proposal for alteration of course grades was presented by Barry Levis, Chair of the Standards Committee. The proposal was sent back to Standards for further work.

The meeting was adjourned at 5:14 p.m.